



**Wharton County
Junior College**

**PAID PROFESSIONAL
ASSIGNMENT (PPA)
REQUEST FORM**

TO: Rachel Bahnsen
 DATE: May 15, 2026
 FROM: Dr. Amanda Allen
 DIV or UNIT: President's Office
 SUBJ: PPA request for: Amanda Shelton
 Title of PPA activity: HE Grant Implementation - 8WW
 Dates (or semesters) of activity: June - August 2026

A. **Activity and Expected Outcomes.** Provide a brief narrative description plus a list of tasks and expected outcomes (append add'l pages if necessary). If PPA duties are described in a college-approved job description, simply refer to that document.

Compensation for supporting efforts related to the Houston Endowment planning grant, including participation in the 8-Week Working Group, during Summer 2026. These initiatives are focused on strengthening student momentum, completion, and post-completion success and aid in the development of our multi-year implementation grant application.

B. **Cost**

Type PPA	# PPA Pay Hours	PPA Salary	Total Costs
ON CONTRACT (release time from teaching)			
ON OVERLOAD (additional compensation)		\$ 500.00	\$ 1,500.00
TOTAL		\$ 500.00	\$ 1,500.00

Budget Number : 2396-6083-6180-6082

C. **Approvals**

Supervisor: _____ Date: _____

VP: _____ Date: _____

President: Amanda Allen Date: 05/15/20